



## MEMORANDUM

TO: All City and Town Court Judges and Clerks

FROM: Mary DePrez, Director and Counsel for Trial Court Technology

RE: Uniform Traffic Ticket Number Modification

DATE: October 19, 2009

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The Indiana Supreme Court, Division of State Court Administration's Judicial Technology and Automation Committee (JTAC) is requesting your assistance, as it relates to the Uniform Traffic Ticket (UTT) number on a citation and how it is recorded in your current record management system.

JTAC has developed and deployed the electronic Citation and Warning System (eCWS) to over 134 law enforcement agencies throughout the state and we are continuing this effort. As we deploy eCWS to more and more law enforcement agencies, it will be essential to lengthen the current UTT number. In order to enhance the eCWS program, JTAC will need to increase the length of the UTT data field to twelve (12) characters. The UTT number will include both alpha and numeric characters. This enhancement will take effect on March 1, 2010.

From a recent survey, it was determined that most case management systems can accommodate a twelve character UTT number. With this early notification we are hopeful that you have ample time to work with your case management system vendor. JTAC will be changing the INcite application to accept this change, as the Bureau of Motor Vehicles has informed JTAC that they are ready to implement this change. It is imperative that the correct UTT number be associated with a citation that is given to a violator at the time of a traffic stop.

Thank you for your cooperation. If you have any questions, please contact Annette Page, eCWS Project Manager, at (317) 234-3064.